

CONDITIONS OF YOUR TERM EMPLOYMENT

1. You are hereby offered a term appointment. By accepting this appointment you will gain employment benefits you do not currently have. This information was prepared to help you understand the conditions of your employment.
2. Your appointment is term, not to exceed (NTE) _____ because the need for your position is not permanent, and there is no guarantee as to how long you may be employed. You may be employed up to the date indicated as the "NTE" date in your appointment documents, or if funds are no longer available to support it, you may be terminated at an earlier date. You may also be extended beyond the NTE date of your original appointment if the need for your term position is still appropriate and funds are available; however, there is no guarantee that any such extension will occur. If it becomes necessary to terminate your appointment before your NTE date, reduction-in-force procedures will be applied with appropriate advance notice.
3. This term appointment does not give you priority consideration for any permanent position. You must apply and be considered for permanent positions as if you were not holding this term appointment. If you are eligible to apply directly for jobs with an agency (e.g., VRA eligible, Veterans Preference Eligible, etc.), you should check with that agency's Civilian Personnel Office, and apply accordingly. If you are not eligible to apply directly, you must check with the Office of Personnel Management (OPM) to see if applications are being accepted for positions you are interested in.

Signature

Date